United States Department of Agriculture

◊NRCS

Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

November 12, 2008

IOWA BULLETIN NO. IA120-9-1

SUBJECT: ADS – ANNUAL INSPECTION OF GOVERNMENT VEHICLES

ACTION REQUIRED BY FIELD OFFICES: DECEMBER 8, 2008
ACTION REQUIRED BY AREA OFFICES: DECEMBER 12, 2008

PURPOSE. To provide instructions for inspection of all Iowa government vehicles in accordance with AGPMR 104I-38.5 and NRCS 104I-38.402.

EXPIRATION DATE. September 30, 2010

All Iowa Natural Resources Conservation Service vehicles are required to have annual inspections. Inspection dates must be entered by the Contracting Staff into the National Property Management Information System (PROP) database before December 31, 2008. If the date of the current inspection is not entered into PROP by this date, or if the date of inspection is over one year, the inspection will be considered delinquent.

In order to provide the information to the National Office in a timely manner, vehicle inspections are required to be completed prior to December 12, 2008. All vehicles inspected should be documented on the attached Annual Visual Vehicle Safety Checklist or the ADS-180 - Preventative Maintenance Inspection Report.

The Annual Visual Vehicle Safety Checklist or the ADS-180 must be completed by field offices in late November or early December on each vehicle. A copy of this completed form must be sent to the Area Office by December 8. The Area Office will gather all inspection reports and send a copy of them to the State Office Contracting Section by the December 12 deadline. All State Office employees assigned to a vehicle are also responsible for ensuring this inspection is completed and submit the form to the Contracting Section. The inspection can be performed by anyone except the responsible driver of the vehicle.

Each area office will be given a repair allocation to address any repair and maintenance needs. Any safety related items are to be submitted to your ASTC (FO) for action. For questions, please contact Michelle Bales, Contracting Officer, at (515) 284-4506.

/s/Richard Sims
State Conservationist

Attachments

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